



State of Montana Project Management Office

Project Initiation and Planning Phase

Initiation and Planning Phase Signoff Instructions

This document must be presented to the sponsor(s) (or their designee) of your project for signature at completion of the Concept Phase Audit prior to beginning the next phase of the project.

Project Manager:

Complete document prior to requesting signoff. Document should be presented to Phase Auditor at end of audit.

Once both signatures have been obtained, perform the following;

1. Ensure Stakeholders are notified by forward copy of signed off Delivery Approval.
2. Post document in Concept folder for your project and notify all team members of its posting.

Phase Auditor

Please make recommendation and signoff document at end of phase audit.

Required Signatures:

Phase Auditor

The person that has conducted the phase audit must sign off and make their recommendation prior to document being submitted to the project's sponsor or designee.

Sponsor

Sponsor should not be asked for approval without the phase auditor's signature and recommendation having been secured.

Note: Sponsor - if Phase Auditor's signature and recommendation are not secured, you should not approve this document. Your approval signifies that project has met all objectives of the deliveries identified.

Administrative Information

Revision	Author	Date	Sections Affected	Change Summary
1.0		1/2/2009		

Current Version	1.0
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